



30 January 1987

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MEMORANDUM FOR:   
Director of Security

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FROM:   
Senior Training Officer, Directorate of Administration

SUBJECT: State Department Senior Seminar

1. The State Department is now engaged in selecting senior officers whose demonstrated potential for higher responsibility at the executive level would make them eligible for participation in the 30th Senior Seminar commencing 8 September 1987. The Agency has been asked to nominate up to three candidates.

2. Since the Senior Seminar was established in 1958, its primary purpose has been to provide a select group of senior career officials with the opportunity to identify, analyze, and reflect on major developments and trends in the United States and abroad which should be weighed in the decision making process at the national level. Further information on the seminar is attached.

3. The program is open to GS-15 and SIS officers. In order to maintain the integrity of the seminar, any officer assigned is expected to complete the full ten month program. Nominations should be accompanied by a nomination statement, a biographic profile, and the candidate's most recent performance appraisal report. The deadline for the nominations is 30 March.

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**THE SENIOR SEMINAR**  
**FOREIGN SERVICE INSTITUTE · DEPARTMENT OF STATE**

**Thirtieth Session**  
**September 8, 1987 - June 17, 1988**

**ESTIMATED PER CAPITA COSTS FOR MEMBERS OF CIVILIAN AGENCIES**

**TUITION:**

Sponsoring civilian agencies will pay to the Department of State for each Member, approximately \$13,400.

**DOMESTIC TRAVEL:**

In addition to tuition, there will be an assessment of approximately \$6,600 per Member payable to the Department of State, to cover transportation and per diem costs for group travel to various cities and military installations within the United States.

A visit may be made outside the Continental United States, e.g., to Mexico or Canada. However, such a visit would not add to the overall figure quoted above.

Travel orders for domestic travel will be issued by the Foreign Service Institute, Department of State.

**INDIVIDUAL RESEARCH PROJECT:**

As part of the Seminar curriculum, Members undertake one trip individually to conduct their individual investigations and research in connection with a Research Project. This is usually undertaken during the month of February. Cost of travel for the Research Project could run as high as \$2,000.

Individual Travel Orders, and obligation of funds for travel and per diem in connection with Research Travel, are issued by and charged against, the sponsoring Agency or Department.



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SECURITY CLEARANCES REQUIRED FOR SEMINAR MEMBERS

Senior Seminar Members MUST have TOP SECRET and 'Q' (or the equivalent of 'Q') clearances by the beginning of the Seminar year.

These clearances are required for those segments of the Seminar curriculum when classified lectures and visits to military installations which involve access to restricted data are scheduled as part of, and deemed necessary to, the Seminar program.

These clearances should be obtained by the sponsoring agency or department and must be valid for the duration of the Seminar.

FOR MILITARY MEMBERS AND MEMBERS OF THE DOD:

In lieu of 'Q' clearance, ERDA Form 277 ("Request for Visit or Access Approval"), indicating approval of access to "Restricted Data" and "other classified information" should be executed by the proper certifying official.

Certification that the above clearances have been obtained should be forwarded by the sponsoring Agency of each Member prior to September 8, 1987 to:

Coordinator,  
The Senior Seminar  
Foreign Service Institute  
Room 1209  
1400 Key Boulevard  
Arlington, Virginia 22209

IN ADDITION TO THE ABOVE, All Members of the Seminar MUST have SI/TK Clearances (SENSITIVE COMPARTMENTED INFORMATION).

This clearance should be obtained and certified by the sponsoring Agency of each Member before September 8, 1987 to:

Mr. Thomas Thounhurst  
INR/IS - Room 6510A, NS  
Department of State  
Washington, D.C. 20520

The information transmitted to Mr. Thounhurst should include the following: FULL NAME, SOCIAL SECURITY NUMBER, PLACE OF BIRTH and SECURITY STATUS as well as a reference to THE SENIOR SEMINAR!!!!

If you have any questions regarding this request, please contact Mr. Thounhurst at 647-1347.



## FOREIGN SERVICE INSTITUTE - DEPARTMENT OF STATE

Twenty-Ninth Session

September 2, 1986 - June 12, 1987

THE PURPOSE OF THE SENIOR SEMINAR

The Senior Seminar is the most advanced professional development program available to senior career officials of the United States Government. The ten-month program has been conducted annually since 1958 by the Foreign Service Institute of the Department of State.

The purpose of the Seminar is to ensure that our top career officials who deal primarily with foreign policy and national security:

- Have a broad comprehension of the domestic political, economic, social and cultural realities which sustain and influence our foreign relations;
- Better understand the major international and national security issues currently facing our country and how policies are developed to address these issues; and,
- Enhance the executive skills they will need to serve effectively in top-level leadership positions.

The Seminar's curriculum stresses the relationship between domestic, foreign and national security policies. It seeks to open new horizons, revitalize understanding of our country and its diversity, and promote intellectual and professional growth. Members study a wide variety of problems, issues and trends in the United States, relating them to international affairs and questions of national security; and they practice senior executive skills such as negotiations and public speaking. This is done through extensive reading, field trips, organization of study units, individual research assignments, group projects, case study and simulation exercises, and meetings with prominent academics, public officials, businessmen, labor leaders, journalists, representatives of various interest groups, and ordinary American citizens.

The Members of the Seminar are State Department Foreign and Civil Service Officers and officials from the Central Intelligence Agency, the U.S. Information Agency, the Agency for International Development, the Federal Bureau of Investigation, the five uniformed military services, and other federal Departments and Agencies having important foreign affairs functions. Most of them have served abroad and expect further foreign assignments. Their ranks are GS 15-18 and the Foreign Service and Military equivalents.

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